

## Sample Extension of NTE (NOA 760 or NOA 769)

Used for any of the following types of extensions of temporary actions:

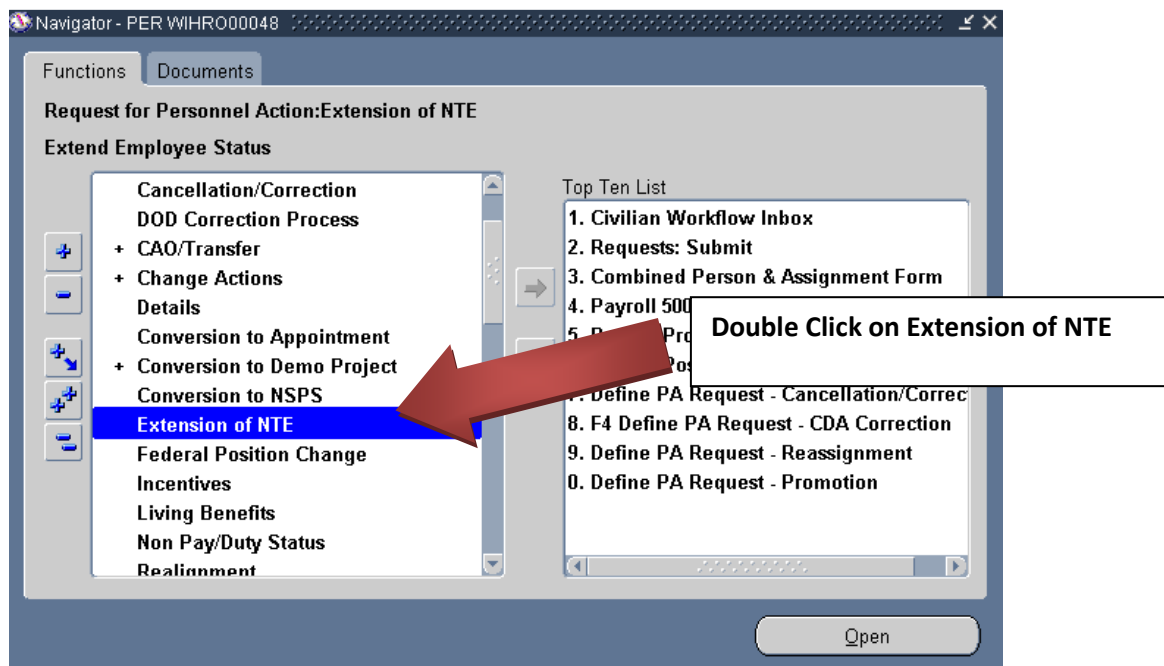
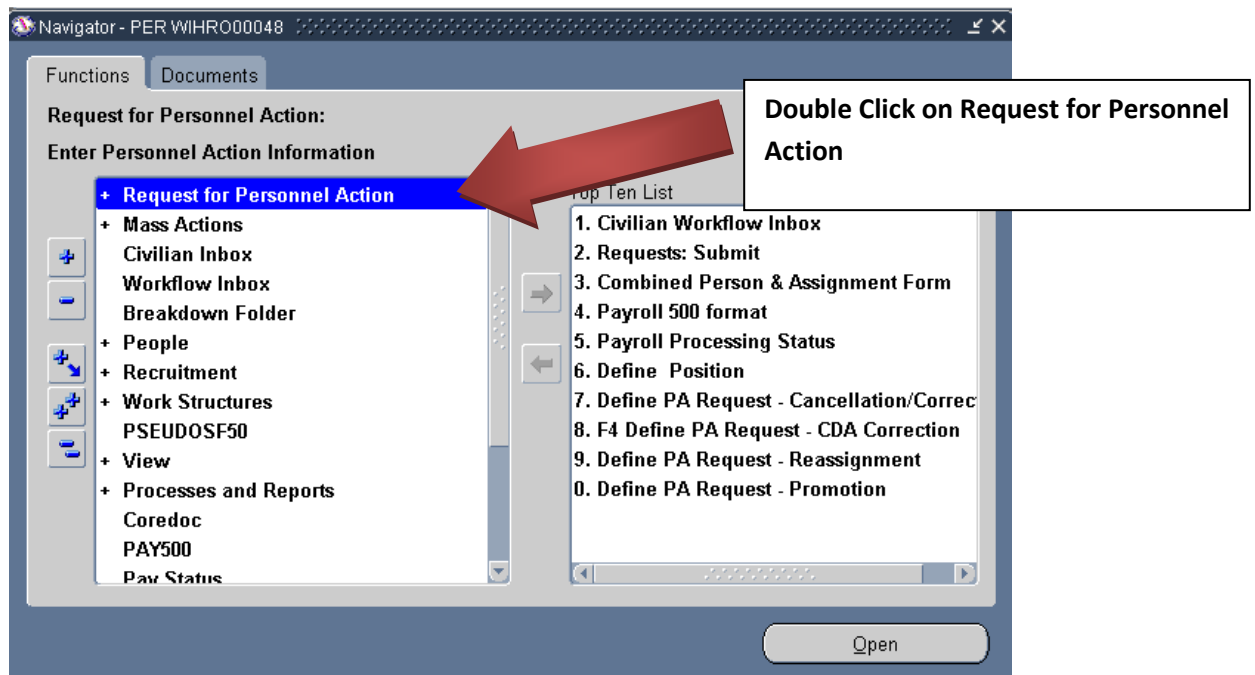
- Extension of a temporary appointment (NOA 760)
- Extension of a term appointment (NOA 765)
- Extension of a temporary promotion (NOA 769)
- Extension of LWOP (NOA 773)

Do not use for:

- Initiating a furlough or LWOP action.
- Extending a detail.

Include on the RPA (always complete Part A):

- Employee name in Part B of the RPA.
- In Block 5-A you must select the appropriate NOAC from the List of Values (LOV) and then enter the NTE date of the extension.



Request for Personnel Action (Extension of NTE, Routing Group: NG\_ROUTING\_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and Pos

**PART A - Requesting Office**

1 Actions Requested

2 Request Number

Extension of NTE

3 For Additional Information Call (Full Name)

Huschka, Natalie K

4 Prop. Eff. Date ASAP

01-APR-2011

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

Title

SUPERVISORY HUMAN RE

Request Date

10-FEB-2011

6 Action Authorized By (Full Name)

Title

Concurrence Date

**PART B - For Preparation of SF 50**

1 Last Name

2 Social Security Number

3 Date of Birth

4 Effective Date

**FIRST ACTION**

5-A Code

5-B Nature of Action

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

**SECOND ACTION**

6-A Code

6-B Nature of Action

6-C Code

6-D Legal Authority

History Extra

Fill Part A –Requesting Office.

Fill Part B – For Preparation of SF 50

Choose the LOV button in block 5-A Code.  
Scroll down to Code 760, Ext of Appointment  
NTE OR 769 Ext if Promotion NTE

First Nature of Actions

Find %

Code	Nature of Action
0923	Extension of Reassignment NTE ____
612	Ext of Reassignment NTE ____
750	Continuance NTE ____
760	Ext of Appointment NTE ____
762	Ext of SES Limited Appointment NTE ____
765	Ext of Term Appointment NTE ____
769	Ext of Promotion NTE ____
770	Ext of Position Change NTE ____
772	Ext of Furlough NTE ____
773	Ext of LWOP NTE ____
917	Extension of Change-to-Lower Grade NTE ____
969	Extension of Promotion in Rate NTE ____
A057	Ext of Temporary Reassignment-NTE ____
A087	Ext of Appointment Limited Tenure NTE ____

Find OK Cancel

PA Request First NOA Insertion Values

NTE Date

OK Cancel Clear

Enter the Not-to-Exceed Date (Format: DD-  
MMM-YYYY). This date will be verified by J1-  
Staffing. Temporary Promotions and/or  
Appointments cannot exceed 8-pay periods  
without competition.

Request for Personnel Action (Appointment, Routing Group:NG\_ROUTING\_GP)

Employee SSN Nature of Action  
 [ ] [ ] Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
 [ ] [ ] [ ]

8 Pay Plan 9 Occ. Code 10 Grade or Level  
 [ ] [ ] [ ]

11 Step or Rate 12 Total Salary  
 [ ] [ ]

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay  
 [ ] [ ] [ ]

**TO INFORMATION**

15 Position Title Number Seq No  
 Human Resource Assistant [ ] [ ]

16 Pay Plan 17 Occ. Code 18 Grade or Level  
 [ ] [ ] [ ]

19 Step or Rate 20 Total Salary Award UoM  
 [ ] [ ] [ ] [ ]

20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay  
 [ ] [ ] [ ]

20D Other Pay 21 Pay Basis  
 [ ] [ ]

22 Name and Location of Position's Organization  
 [ ]  
 [ ]  
 [ ]  
 [ ]  
 [ ]  
 [ ]

History Extra Information Person Position (B) Others... (D)

Navigate to the Position Data Tab. Because this is an extension to an employee on board, both the From Information and To Information should be populated, simply verify for accuracy.

Request for Personnel Action (Appointment, Routing Group:NG\_ROUTING\_GP)

Employee SSN Nature of Action  
 [ ] [ ] Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
 [ ] [ ] [ ]

8 Pay Plan 9 Occ. Code 10 Grade or Level  
 [ ] [ ] [ ]

11 Step or Rate 12 Total Salary  
 [ ] [ ]

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay  
 [ ] [ ] [ ]

14 Name and Location of Position's Organization  
 [ ]  
 [ ]  
 [ ]  
 [ ]  
 [ ]  
 [ ]

**TO INFORMATION**

15 Position Title Number Seq No  
 HUMAN RESOURCES ASSISTANT 7040801 306047

16 Pay Plan 17 Occ. Code 18 Grade or Level  
 GS 0203 07

19 Step or Rate 20 Total Salary Award UoM  
 [ ] [ ] [ ] [ ]

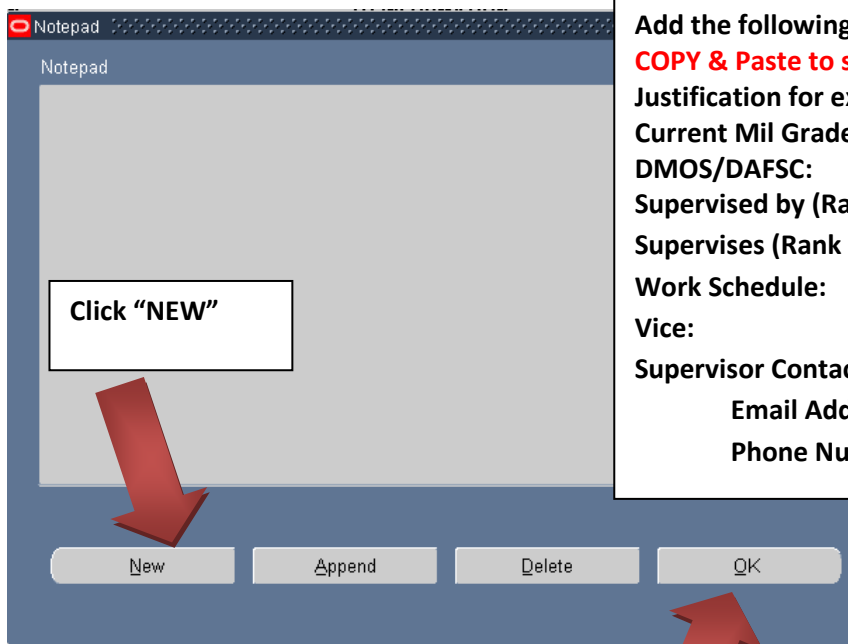
20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay  
 [ ] [ ] [ ]

20D Other Pay 21 Pay Basis  
 [ ] Per Annum

22 Name and Location of Position's Organization  
 THE ADJUTANT GENERAL - WI  
 [ ]  
 JOINT FORCE HQ - WI  
 HRO TECH PERS MGT BR  
 MADISON, WI

History Extra Information Person Position (B) Others... (D)

Click on the yellow Notepad icon.



Add the following information into the Notepad (you can **COPY & Paste to save time!!!**)

**Justification for extension:**

**Current Mil Grade:**

**DMOS/DAFSC:**

**Supervised by (Rank & Last Name):**

**Supervises (Rank & Last Name):**

**Work Schedule:**

**Vice:**

**Supervisor Contact Information:**

**Email Address:**

**Phone Number:**

Click "OK" after you have added notes.

File Edit View Folder Tools Window Help

Request Panel Action (Appointment, Routing Group:NG\_ROUTING\_GP)

SSN Nature of Action  
**Excepted Appointment**

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
10 Grade or Level

11 Step or Rate 12 Total Salary  
12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay  
12D Other Pay 13 Pay Basis

14 Name and Location of Position's Organization

**TO INFORMATION**

15 Position Title Number Seq No  
**HUMAN RESOURCES ASSISTANT 7040801 306047**

16 Pay Plan 17 Occ. Code 18 Grade or Level  
**GS 0203 07**

19 Step or Rate 20 Total Salary Award UoM  
20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay  
20D Other Pay 21 Pay Basis  
**Per Annum**

22 Name and Location of Position's Organization  
**THE ADJUTANT GENERAL - WI  
JOINT FORCE HQ - WI  
HRO TECH PERS MGT BR  
MADISON, WI**

History Extra Information Person Position (B) Others... (D)

Click on the "SAVE" Icon

Click on the "YES" Icon

Decision

Do you wish to route the Request for Personnel Action now?

Yes Cancel No

Click on "SELECT Groupbox"

Type applicable groupbox in front of the percent sign then click find.

Routing

RoutingTo

- Select Routing List
- Select Person
- Select Groupbox
- Save and Hold in Personal Inbox
- Update HR

Print Back Page No

Routing Groupboxes

Find %

Name	Display Name
AKHRO	AKHRO
AKHRO_AGR	AKHRO_AGR
AKHRO_ASSISTANTS	AKHRO_ASSISTANTS
AKHRO_BENEFITS	AKHRO_BENEFITS
AKHRO_CLASSIFICATION	AKHRO_CLASSIFICATION
AKHRO_ERS	AKHRO_ERS
AKHRO_STAFFING	AKHRO_STAFFING
AK_4	AK_4
AK_9	AK_9
AK_ACTION_REQ	AK_ACTION_REQ
ALHRO	ALHRO
AL_ACTION_REQ	AL_ACTION_REQ
APHRO	APHRO

Find OK Cancel

Click "OK"

A message will pop up informing you that a request has been generated. Just click "ok" again.

A blank Fill request will now pop up. X out of it.

Routing

RoutingTo

- Select Routing List
- Select Person
- Select Groupbox
- Save and Hold in Personal Inbox
- Update HR

Print Notification

Printer

Print Back Page No

Interim Approval

Approval

OK Cancel

**Add/edit your “Routing/Comments” in your inbox/groupbox. i.e.**

Notifications Summary Query Only Open Notifications

WI-SAD	Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
	FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
	FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
	Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	• • • •
	Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-2011	• • • •
	FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
	Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

**Click the “Gold Disc” Save Icon**

**\*\*Note\*\* If you have any questions on this guide or the process call DSN: 724-3722/3710/3706 or COM: 608-242-3722/3710/3706.**